



# HOMEOWNER'S MANUFACTURED/MOBILE HOME VARIANCE REQUEST

## Guidelines for investigating homeowner's manufactured/mobile home variance request

### Homeowner submits to central office

A completed F622-054-000 Homeowner's Manufactured/Mobile Home Variance Request form

The inspection fee of (1 hour of inspection fee as shown in WAC 296-150M-3000)

### Central office

1. Deposits the fee
2. Assigns a number (sequential by year)
3. Logs in the request (eventually on a computer program which will show status)
4. Assigns the request to a regional supervisor to have an inspector do an inspection, a return date due will be shown on the variance request application
5. The supervisor will assign an inspector to do an investigation
6. The **inspector** will do the investigation and return to central office by or before the due date  
(NOTE: if an inspector is doing an alteration inspection and the customer needs to do a variance request, **the inspector** will:
  - do the investigation while at the home and send the investigation report to central office; and
  - give a blank variance request form to the customer to complete and send in.
7. **Central office** will:
  - note the date received;
  - review the investigation;
  - review the customers comments;
  - seek information from other sources if appropriate; and
8. Approve or deny the variance request and send back to the customer. If denied, central office will explain its reason for denial.

# HOMEOWNER'S MANUFACTURED/MOBILE HOME VARIANCE REQUEST

[Applies only to the installations performed by a previous owner(s) and does not apply to any home during the warranty period]

Owner		
Location		
City	State	ZIP
Phone	FAX	Email
Contact address if different from location		

Fee \_\_\_\_\_ See WAC 296-150M-3000. Includes processing and inspection.

**Reason for Variance:** (Additional pages may be attached)

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**Why Requirements Cannot Be or Were Not Met:**

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**How the Alternate Method Achieves a Reasonable Level of Conformance:**

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Send this form and the fee to L&I at the address on the first page of this form.

Date	Signature
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## L&I Use Only

Date Received at L&I	Assigned to	Date Assigned to
Date Return Due	Date Received	Variance #

Variance is ☐ Approved ☐ Disapproved

Reason for Denial:

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Date	Signature of Chief, Factory Assembled Structures
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